

NOTICE OF ADMINISTRATION* OF THE ESTATE OF

(NAME)

DECEDENT

NOTICE TO CREDITORS

1. (Name):
(Address):

(Telephone):

is the **personal representative** of the **ESTATE OF** (name): _____, who is deceased.

2. The personal representative HAS BEGUN ADMINISTRATION of the decedent's estate in the

- a. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** (specify) :

STREET ADDRESS:

MAILING ADDRESS:

CITY AND ZIP CODE:

BRANCH NAME:

- b. Case number (specify):

3. You must **FILE YOUR CLAIM** with the court clerk (address in item 2a) AND mail or deliver a copy to the personal representative before the **later** of the following times as provided in section 9100 of the California Probate Code:

- a. **four months** after (date): _____, the date letters (authority to act for the estate) were first issued to the personal representative, OR

- b. **thirty days** after (date): _____, the date this notice was mailed or personally delivered to you.

4. **LATE CLAIMS:** If you do not file your claim before it is due, you must file a petition with the court for permission to file a late claim as provided in section 9103 of the Probate Code.

WHERE TO GET A CREDITOR'S CLAIM FORM: If a creditor's claim form did not accompany this notice, you may obtain a copy from any superior court clerk or from the person who sent you this notice. (Creditor's Claim, Judicial Council form No. DE-172.) A letter to the court stating your claim is *not* sufficient.

IF YOU MAIL YOUR CLAIM: If you use the mail to file your claim with the court, for your protection you should send your claim by certified mail, with return receipt requested. If you mail a copy of your claim to the personal representative, you should also use certified mail.

NOTE: To assist the creditor and the court, please send a copy of the Creditor's Claim form with this notice.

(Proof of Service on reverse)

* Use this form in estates begun on or after July 1, 1988.

[Optional]
PROOF OF SERVICE BY MAIL

1. I am over the age of 18 and not a party to this cause. I am a resident of or employed in the county where the mailing occurred.
2. My residence or business address is *(specify)*:
3. I served the foregoing **Notice of Administration to Creditors** ☐ and a blank *Creditor's Claim* form* on each person named below by enclosing a copy in an envelope addressed as shown below AND
 - a. ☐ **depositing** the sealed envelope with the United States Postal Service with the postage fully prepaid.
 - b. ☐ **placing** the envelope for collection and mailing on the date and at the place shown below in item 4 following our ordinary business practices. I am readily familiar with this 'business' practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.
4. a. Date of deposit: b. Place of deposit *(city and state)*:

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

.....
(TYPE OR PRINT NAME)



(SIGNATURE OF DECLARANT)

NAME AND ADDRESS OF EACH PERSON TO WHOM NOTICE WAS MAILED

*NOTE: To assist the creditor and the court, please send a copy of the *Creditor's Claim* form with the notice.